



# CITY OF MERCED

ADDENDUM NO: 1

SOLICITATION NO: **Bid #03282024**

SOLICITATION NAME: **RFP for Quarterly Newsletter Printing Services**

DATE: **March 20, 2024**

The following is a correction to scope of services:

## I. SCOPE OF SERVICES

The newsletter is a black and white, two-sided, PDF publication, with English on one side and Spanish on the other side. Each quarter, approximately 23,500 newsletters will be printed on 8-1/2" x 11" glossy stock photo paper, supplied by the printer, and folded in thirds.

Newsletters need to be printed and delivered to ABC Presort, Inc. at the Modesto, California office no later than the 22<sup>nd</sup> of the month to ensure timely inclusion with the utility statement mailing.

City Staff is requesting two cost proposals: one for a one-year contract and a second for a three-year contract.

Services provided will be for the time frame of July 1, 2024 through June 30, 2025, unless the City decides on a three-year contract, then services will be for the term of July 1, 2024 to June 30, 2027.

**Request for Proposals are due by 5:00 p.m. (PST) on March 28, 2024**



<b>Q.</b>	Is the solicitation for 23,500 newsletters to be printed quarterly?
<b>A.</b>	Yes. Newsletters will be included as a quarterly insert in the city's utility statement mailings on a quarterly schedule.
<b>Q.</b>	What months will the quarterly newsletter be included in the utility statement mailing?
<b>A.</b>	Newsletters will be included in the September, December, March, and June utility statement mailings.
<b>Q.</b>	When will the vendor need to provide printed copies to ABS Presort?
<b>A.</b>	The vendor will need to provide printed copies to ABS Presort no later than August 22, November 22, February 22, and May 22 for the September, December, March, and June utility statement mailings.
<b>Q.</b>	When will the city of Merced supply a pdf copy of the newsletter to the vendor for copy production?



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<b>A</b>	The city of Merced will email a pdf of the quarterly newsletter no later than eight (8) business days prior to the 22 <sup>nd</sup> of the month.
<b>Q</b>	What is the gloss stock paper weight?
<b>A</b>	32 lb

JULIO C. MARQUEZ, CPPB  
Purchasing Supervisor

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End of Addendum